

Chapter 15 Utility Windows



Overview

The FASTDATA Fund Administrator (FA) application utilities include outyear, end-of-year, and external file parsing processes. Use the Outyear Utility and End-of-Year Utility windows to establish the new fiscal year. You must establish the outyear before the end of the fiscal year to promote responsibility centers (RCs) and their associated operating targets (OPTARs), authorizations, job order numbers (JONs), sites, and serial ranges to the outyear. Your sites may need to access the outyear data to satisfy fiscal year requirements.

If there are grantor data records flagged for carrying forward with a funds expiration date after the beginning of the outyear's fiscal year, the grantor data also will be promoted to the outyear. If the outyear process detects a reimbursable JON with associated grantor data, FASTDATA will promote the JON to the outyear but will clear the grantor data from the JON record if the grantor data is not flagged for carrying forward. For DMLSS FAs, the authorizations' Total Inventory Issued amounts will reset to zero for the new fiscal year.

Use the External File Parse window to separate a file of various transaction types into separate files by FA ID and site, as applicable.

In addition to the aforementioned windows, this chapter also addresses windows used to set up and maintain automated import and export of data options, Defense Medical Logistics Standard Support (DMLSS) program interface configuration, and file transfer protocol (FTP) settings. Included in this chapter is a discussion on a window used to transfer the Cost Import Report file received from an external source into FASTDATA.

Use the FTP Process window to maintain your FTP settings for import and export of files from and to STARS-FL. Use the Automated Processes window to establish whether and how often you want FASTDATA to automate site and FA import and export processes. An example of one such process is the automated reconciliation process that generates detailed and summary versions of a reconciliation report so FA users can reconcile variances between FASTDATA, STARS-FL, and an external system such as DMLSS, if available.

Use the DMLSS Interface window to configure your FA application for interface with the DMLSS application. The DMLSS Interface, as well as the Cost Transfer process, is for use by Bureau of Medicine and Surgery (BUMED) users only. Use the Import Cost Transfers Report File window to import B4 cost transfer files into FASTDATA for export to STARS-FL. **Tools** menu items to access the Automated Processes, DMLSS Interface, and Import Cost Transfers Report File windows will display only to FA users sharing a single, integrated Oracle database with their sites. In addition, to access the Cost Transfer process, you must be a DMLSS-configured FA.

In addition to the FASTDATA reports available in the FA Module, users have access to various reports generated by the FASTDATA automated processes. These reports are made available for viewing on your Oracle server. The end of this chapter provides a brief overview on how to access and display the reports.

User access to the Outyear Utility, End-of-Year Utility, Automated Processes, DMLSS Interface, and Import Cost Transfers Report File windows is defined on the FA User Maintenance window

Utilities access option. To access these windows, users must have **Utilities Access**. Users with a **Utilities No Access** setting cannot open the previously mentioned windows.

User access to the FTP Process window is defined on the FA User Maintenance window **Export** or **Import** access options. To access the window, users must have **Export** or **Import Access**. Users with an **Export** or **Import No Access** setting cannot open the FTP Process window.

There are no user restrictions to accessing the External File Parse window.

To open the Outyear Utility, End-of-Year Utility, External File Parse, Automated Processes, DMLSS Interface, Import Cost Transfers Report File, or FTP Process window, select the desired item from the **Tools** menu.

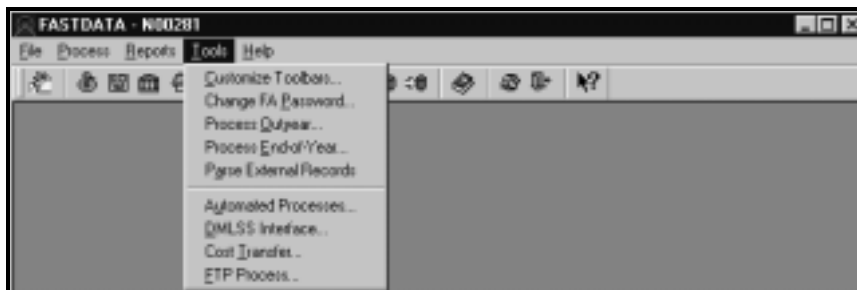


Figure 15.1
Tools Menu

Restrictions

- Only users with a FA User Maintenance window **Utilities Access** and **Export** or **Import Access** level can access the Outyear Utility, End-of-Year Utility, Automated Processes, DMLSS Interface, Import Cost Transfers Report File, and FTP Process windows.
- A FA User Maintenance window **Utilities** access level of **No Access** prevents a user from accessing the Outyear Utility, End-of-Year Utility, Automated Processes, Import Cost Transfers Report File, and DMLSS Interface windows.
- A FA User Maintenance window **Export** and **Import** access level of **No Access** prevents a user from accessing the FTP Process window.
- All users have access to the External File Parse window.

NOTE The **Automated Processes**, **Cost Transfer**, and **DMLSS Interface** items on the **Tools** menu are available for selection only to FA users sharing a single, integrated Oracle database with their sites.

• Outyear Utility Window Objects

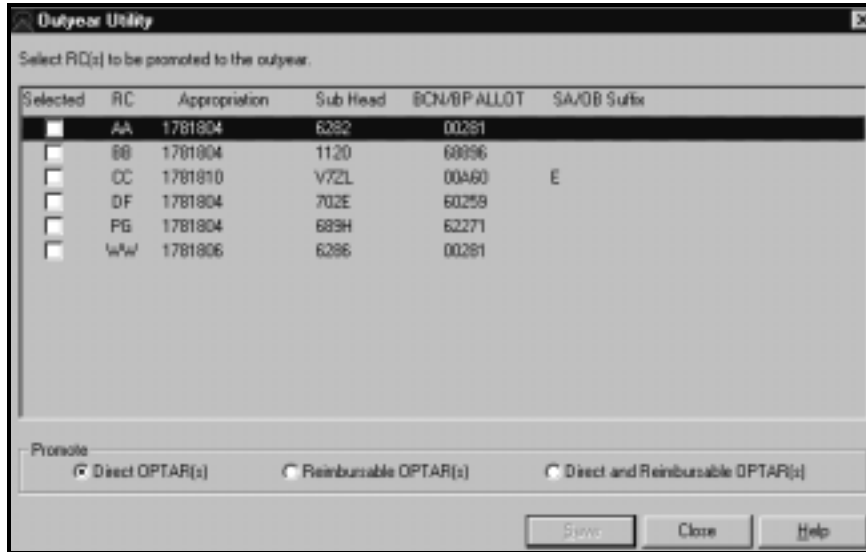


Figure 15.2
Outyear Utility Window

Selected

Controls/indicates whether the listed RC will be promoted to the outyear.

RC

Identifies the RC by its two-character code.

Appropriation

Identifies funds Congress authorized for use by the government to incur obligations and expenditures. The first two digits (the Gaining/Using Agency) identify the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. The next position identifies the fiscal year in which the funds became available for obligation, and the last four positions (Appropriation Symbol) indicate the type of fund account or appropriation being charged or credited on a line of accounting.

Sub Head

Identifies the charges and credits of the first division level below the appropriation.

BCN/BP ALLOT

Can indicate the Bureau Control Number (BCN), which is the five-position alphanumeric Unit Identification Code (UIC) of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code.

SA/OB Suffix

Indicates a subdivision of a suballotment (SA) or the Bureau Control Number for the Operating Budget (OB).

Promote

Allows users to move direct OPTARs, reimbursable OPTARs, or both direct and reimbursable OPTARs to the outyear.

Direct OPTAR(s)

Select this option to promote only direct OPTARs to the outyear.

Reimbursable OPTAR(s)

Select this option to promote only reimbursable OPTARs to the outyear.

Direct and Reimbursable OPTAR(s)

Select this option to promote both direct and reimbursable OPTARs to the outyear.

Save

Saves any changes you make on the Outyear Utility window. The **Save** button becomes available for selection after you select an RC to promote.

Close

Closes the Outyear Utility window.

Help

Accesses the Outyear Utility help topic.

Outyear Utility Window Options

- **Promote RCs to the outyear**

■ **Steps for Promoting RCs to the Outyear**

Promoting RCs to the outyear automatically performs the following processes:

- Copies the financial framework for the current year to the outyear with **\$0.00** authorized and **\$0.00** obligated
- Adjusts any occurrences of the current fiscal year JONs to the next fiscal year
- Resets the current sequence number for document serial ranges to zeroes

After processing, a copy of your financial framework is established for the outyear. After the data is rolled-over from the current year into the outyear, the data can be accessed, updated, and maintained by making the outyear your active year.

1. Select **Process Outyear** from the **Tools** menu.

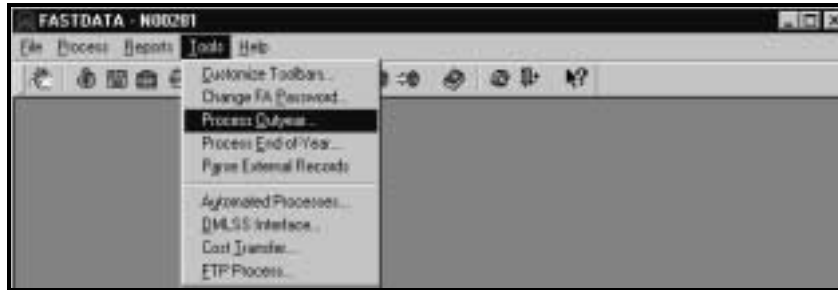


Figure 15.3
Opening the
Outyear Utility
Window

The Outyear Utility window will open and allow you to promote any of the displayed RCs to the outyear.

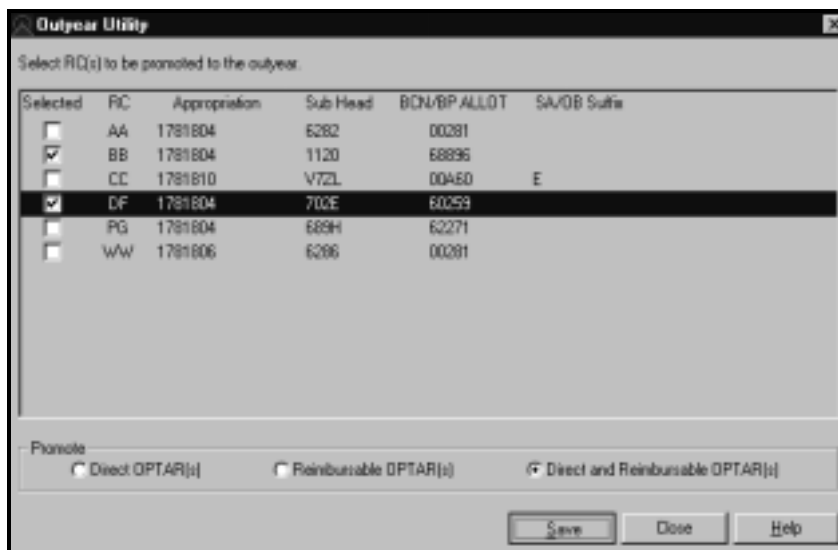


Figure 15.4
Promoting
RCs to the
Outyear

2. Check the **Selected** check box for each RC you wish to promote to the outyear.
3. If you wish to promote only direct OPTARs for a selected RC to the outyear, select the **Direct OPTAR's** radio button.
4. If you wish to promote only reimbursable OPTARs for a selected RC to the outyear, select the **Reimbursable OPTAR's** radio button.
5. If you wish to promote both direct and reimbursable OPTARs for a selected RC to the outyear, select the **Direct and Reimbursable OPTAR's** radio button.
6. Select the **Save** button.

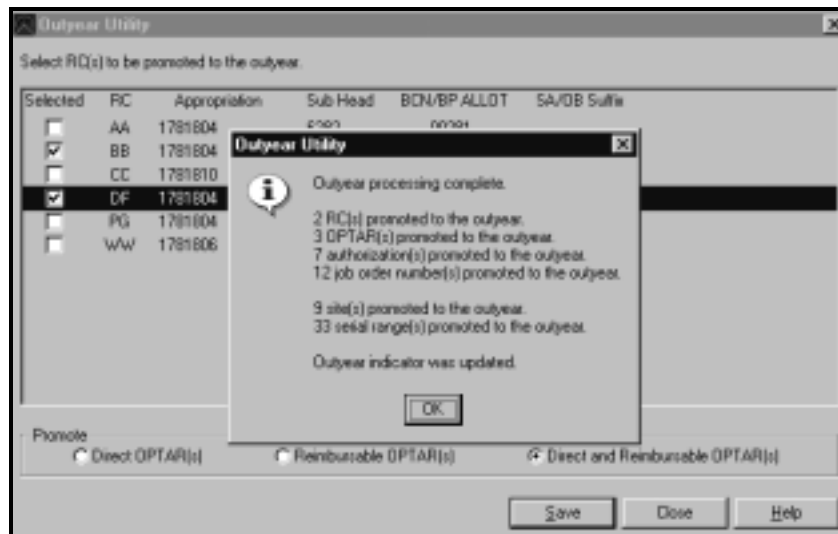


Figure 15.5
Completing
Outyear
Processing

7. Select **OK** on the message informing you the outyear processing is complete.

If you try to promote RCs that have already been promoted to the outyear, a message will inform you that zero (0) item(s) were promoted.

8. Select the **Close** button to close the Outyear Utility window.

In order for site users to have access to the outyear data, the FA must send a diskette containing the outyear data to each site. Make the outyear your active year by selecting **Change FY/QTR/RC** from the **Process** menu. Build a site data disk by exporting OPTARs, authorizations, JONs, document serial numbers, and site information. Site users can then create and print documents using outyear data.

• **End-of-Year Utility Window Objects**

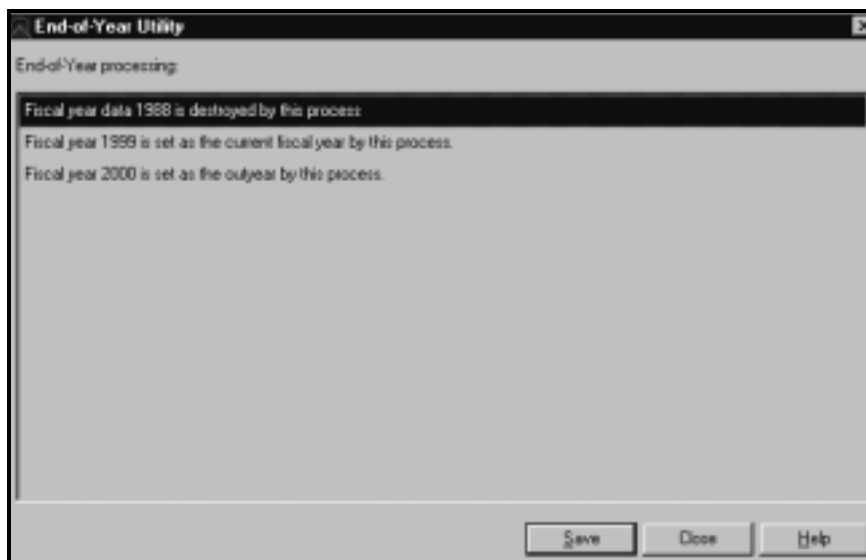


Figure 15.6
End-of-Year Utility
Window

Save

Initiates end-of-year processing.

Close

Closes the End-of-Year Utility window.

Help

Accesses the End-of-Year help topic.

End-of-Year Utility Window Options

- **Perform end-of-year processing**

■ **Steps for Performing End-of-Year Processing**

1. Select **Process End-of-Year** from the **Tools** menu.

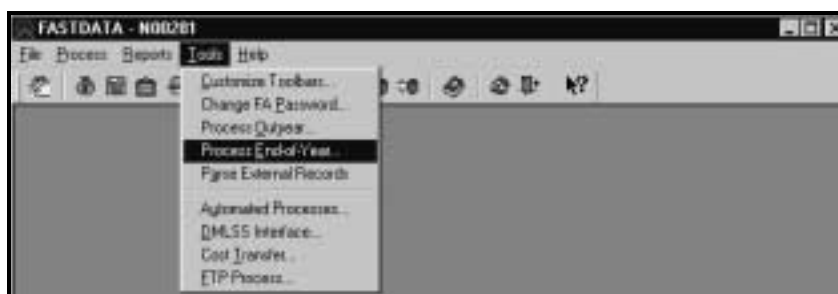


Figure 15.7
Opening the
End-of-Year
Utility
Window

NOTE You must perform outyear processing before you can perform end-of-year processing. In addition, you cannot perform end-of-year processing unless the system date is greater than October 1 of the current calendar year.

The End-of-Year Utility window will open, listing the operations that occur during processing, such as resetting the fiscal year and outyear values.

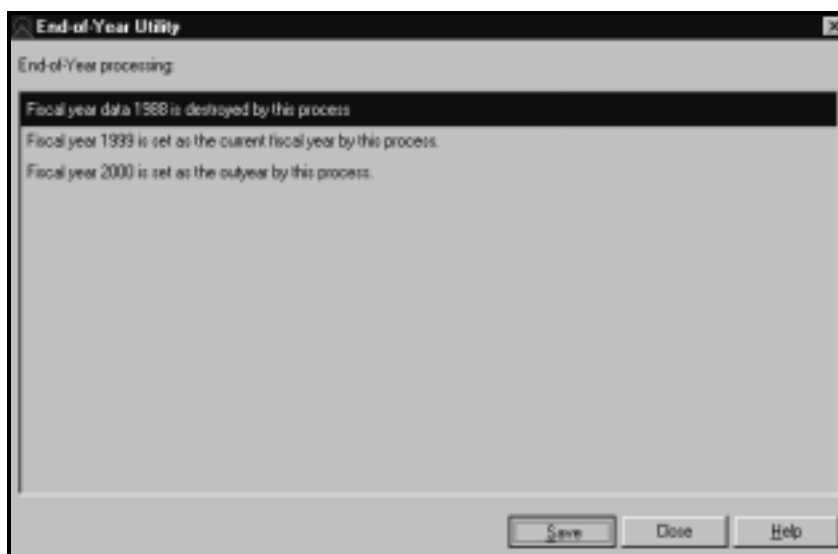


Figure 15.8
Performing
End-of-Year
Processing

2. Select the **Save** button to begin the end-of-year processing.
3. Select **OK** on the message informing you the end-of-year processing is complete. The End-of-Year Utility window will close automatically.

• **External File Parse Window Objects**

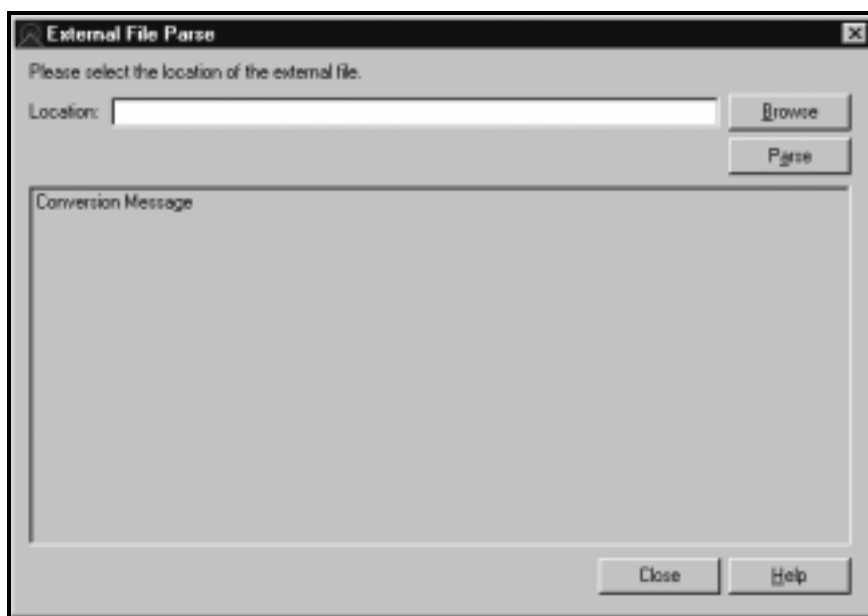


Figure 15.9
External File
Parse Window

Location

Identifies the drive and folder where the file you wish to parse resides. You must specify the Location when parsing a file.

Browse

Opens the Select Conversion File Location window, allowing you to search for the desired file.

Parse

Initiates the process of separating the selected file of transactions into separate files by FA ID or site.

Conversion Message

Provides information during the parsing process, including successful file parsing and failed parsing.

Close

Closes the External File Parse window.

Help

Accesses the help topic on the External File Parse window.

External File Parse Window Options

- **Parse external file**

Steps for Parsing an External File

Use the External File Parse window to divide a file of expenditures or transactions into separate files by FA or Site IDs. For expenditures, you can parse the file into separate files by FA IDs. For files containing accounting transactions for use at your sites, you can parse the file into separate files by site IDs.

FAs sharing a common Oracle database can parse an expenditures file from STARS-FL into separate files by FA IDs. FASTDATA will create a REJECTED file for any expenditures that do not have a matching JON.

To parse external files, indicate the location of the desired file, then select the **Parse** button. If FASTDATA finds a file of accounting transactions (such as files from ATOSPlus, DMLSS, Defense Travel System (DTS), or PARIS) or a file of expenditures (with an **AH10** file name) in the location you specified, it will parse the file.

1. Select **Parse External Records** from the **Tools** menu.

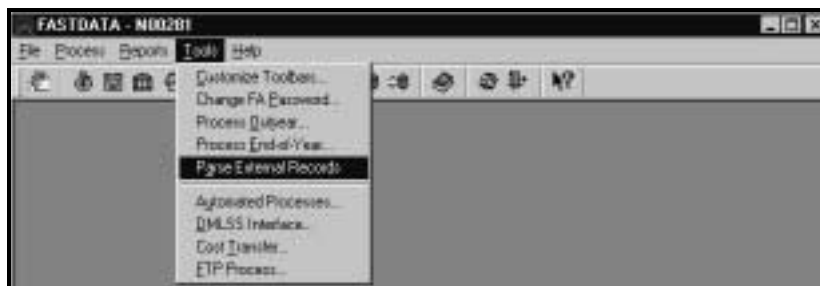


Figure 15.10
Opening the
External File
Parse Window

The External File Parse window will open.

2. Enter the drive letter and folder location of the file you wish to parse. You can use the **Browse** button to locate the desired file.
3. Select the **Parse** button. FASTDATA will display an External File Parse message.



Figure 15.11
External File
Parse Message

4. Select **OK** on the message informing you that files have been placed in the **PARSED** folder. Information about the file(s) created from the Parsing process will display on the External File Parse window.

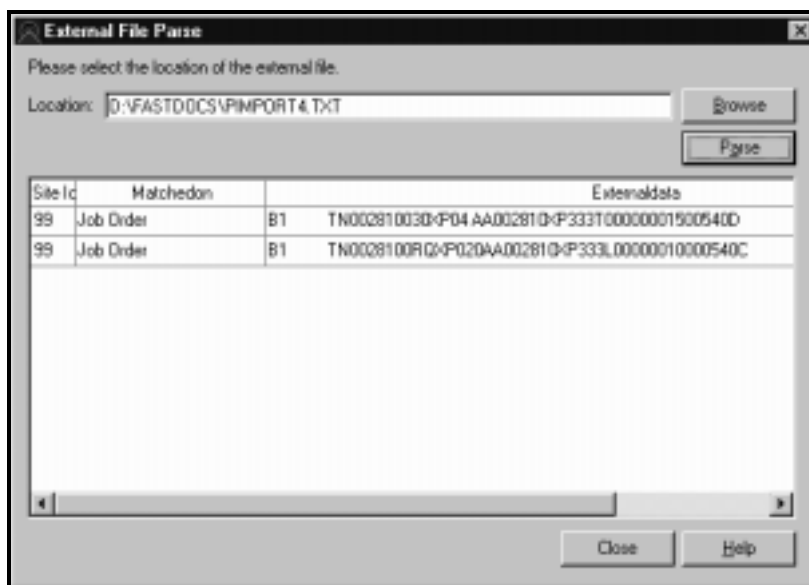


Figure 15.12
External File
Parse Window
After Parsing

5. Select the **Close** button to close the External File Parse window.

- **Import Cost Transfers Report File Window Objects**

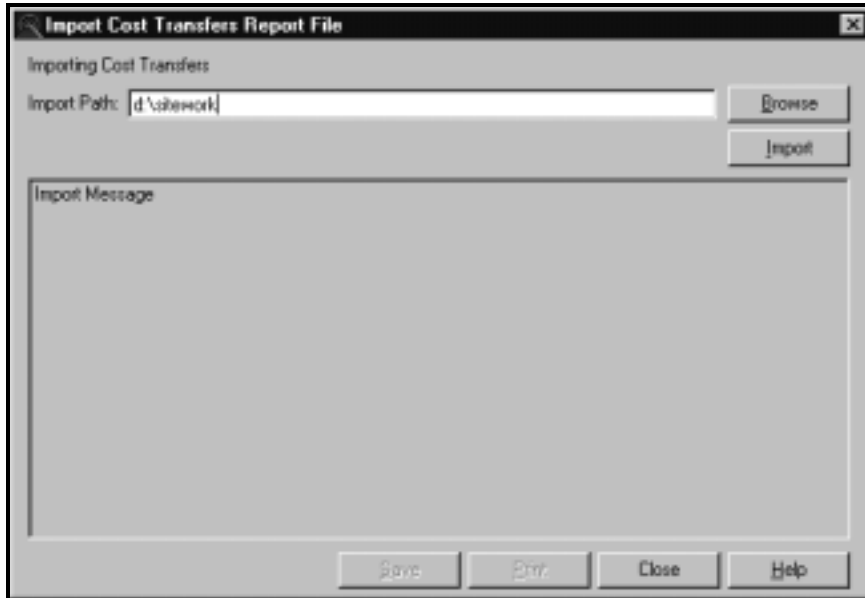


Figure 15.13
Import Cost
Transfers Report
File Window

Import Path

Indicates the location of the file you wish to import.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action.

Import Message

After you start the import, this window area provides information on the cost transfers being processed.

Save

Saves the imported file. The **Save** button becomes available for selection after you import the cost transfers.

Print

Opens the Quick Print window, allowing you to view and print the Import Cost Transfer File Report. The **Print** button becomes available for selection after you import the cost transfers.

Close

Closes the Import Cost Transfers Report File window.

Help

Accesses the Import Cost Transfers Report File help topic.

Import Cost Transfers Report File Window Options

- Import cost transfers report file

Steps for Importing Cost Transfers Report File

Use the Import Cost Transfers Report File window to import B4 cost transfer files into FASTDATA for export to STARS-FL. The window is available only to the BUMED FA user designated as the DMLSS FA on the DMLSS Interface window, running off a common Oracle database. On completion of the import process, the imported cost transfers file will be included when you export built or rebuilt cost redistributions to STARS-FL. FASTDATA also will create debit or credit expenditures that are sent to the corresponding sites.

1. Select **Cost Transfer** from the **Tools** menu.

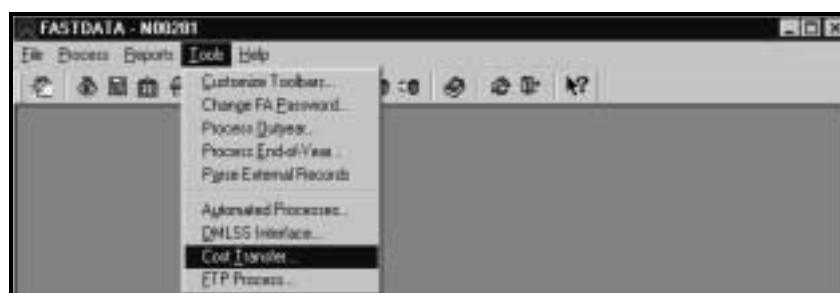


Figure 15.14
Opening the
Import Cost
Transfers
Report File
Window

The Import Cost Transfers Report File window will open.

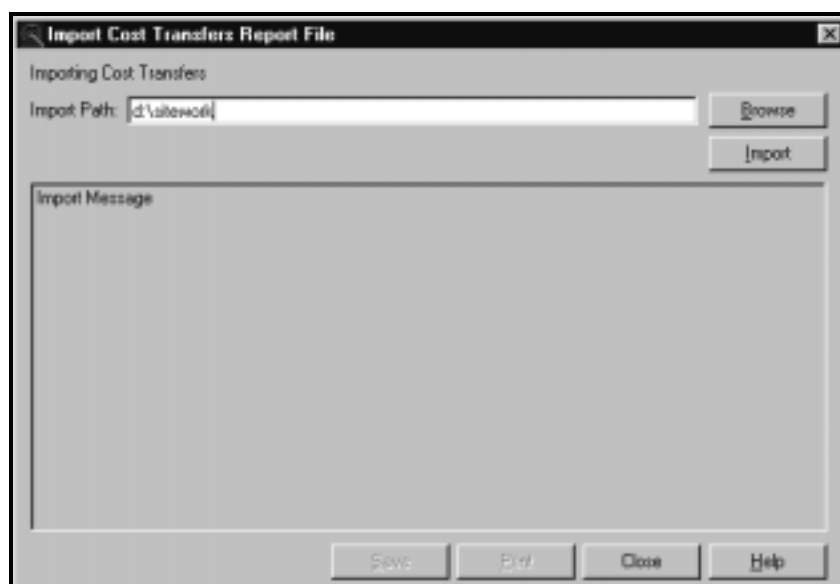


Figure 15.15
Specifying
Import Cost
Transfers
Report File
Window
Import Path

2. Select the **Browse** button to open the Select Import File Location window. You must use the Select Import File Location window to specify the **Import Path** on the Import Cost Transfers Report File.

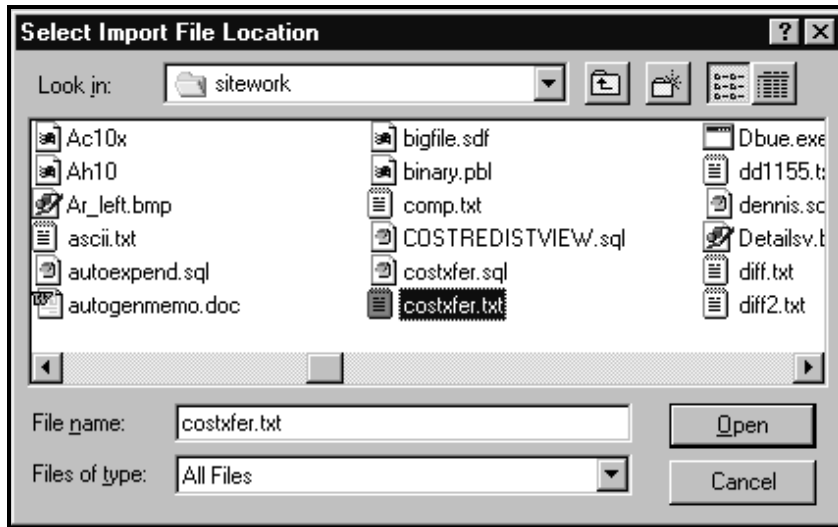


Figure 15.16
Select Import
File Location
Window

3. Locate the desired file on the Select Import File Location window, then select the **Open** button.

The Select Import File Location window will close and the selected file will display in the Import Path field.

4. Select the **Import** button.

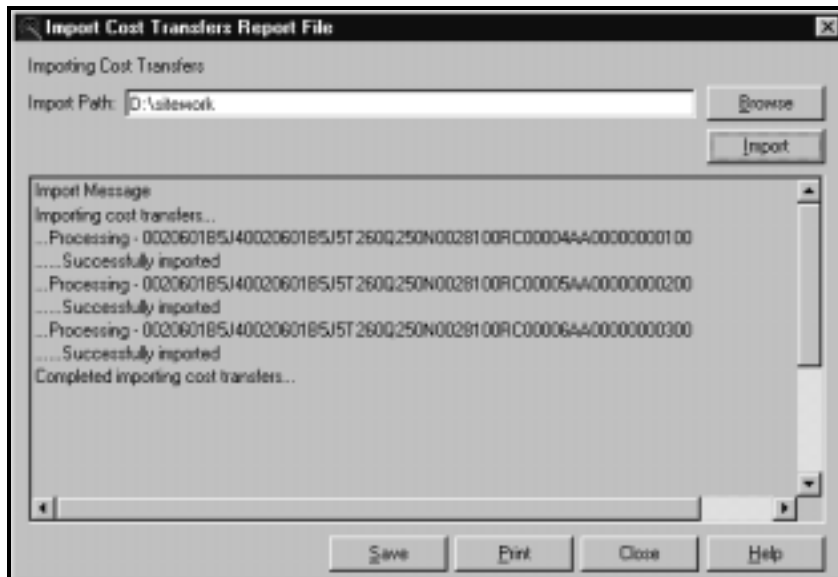


Figure 15.17
Importing
Cost
Transfers
Report File

Messages will display on the window to indicate the success or failure of the import.

5. If you wish, select the **Print** button to print the Import Cost Transfers Report File. The Quick Print – Import Cost Transfers Report File window will open. The Quick Print window allows you to preview the report data prior to actually printing it, save the contents of the report as a file, and print the report.

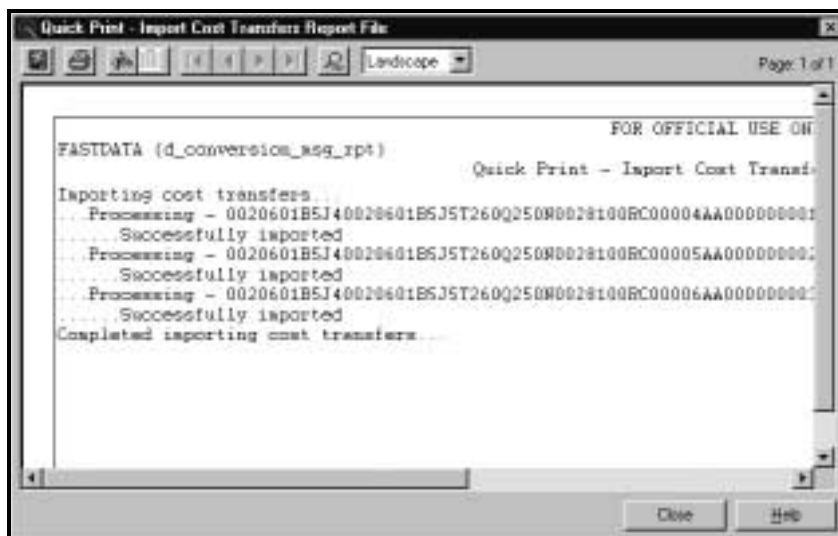


Figure 15.18
Quick Print -
Import Cost
Transfers
Report File
Window

6. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next and last pages of the report. Use the **Zoom** toolbar button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** toolbar button.

7. Select the **Save As** button if you wish to save the report data in a file.
8. Select the desired page orientation, **Landscape** or **Portrait**.
9. Select the **Margin Offset** toolbar button if you wish to increase the left or top margin, depending on the selected page orientation. The wider margin allows for the punching of holes on the printed report.
10. Select the **Print** toolbar button if you wish to print the displayed report.
11. Select the **Close** button to close the Quick Print window.
12. Select the **Save** button to save the cost transfers and close the Import Cost Transfers Report file.

Automating FASTDATA File Processes



Overview

The remaining processes in this chapter are processes used to automate the sending and receiving of files from your FASTDATA application to and from sites, STARS-FL, or an external system, such as DMLSS.

NOTE Prior to performing any of the processes that follow, the Oracle server must be configured for automated processing and you must establish automatic scheduling for the Oracle server. Refer to the Overview of Automating FASTDATA File Processes topic in FASTDATA Reference Help and Appendix G in this manual for additional information.

The processes that follow must be performed in the sequence shown in the manual, not as listed on the **Tools** menu. The DMLSS Interface is set up for BUMED users only.

• **DMLSS Interface Window Objects**

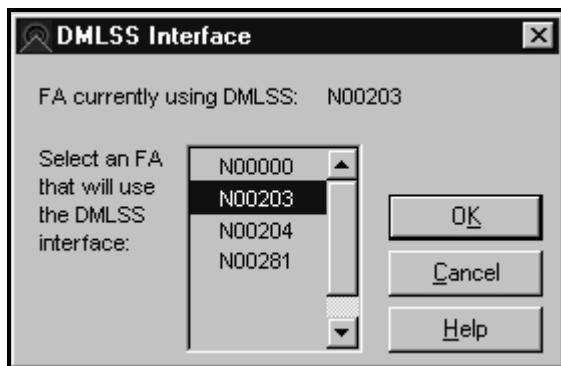


Figure 15.19
DMLSS Interface Window

FA currently using DMLSS

Identifies the FA ID currently configured for interface with DMLSS.

Select an FA that will use the DMLSS Interface

Lists the FAs available for selection for the DMLSS interface.

OK

Saves any change and closes the DMLSS Interface window.

Cancel

Aborts the action to configure or change the FA-DMLSS interface configuration and closes the window.

Help

Accesses the DMLSS Interface help topic.

R **DMLSS Interface Window Options**

- **Select FA for DMLSS interface**

■ **Steps for Selecting FA to Interface with DMLSS**

Use the DMLSS Interface window to select the FA that you wish to configure to interface with the DMLSS application. The DMLSS interface is for use by BUMED FA

users who share a single, integrated Oracle database with their site(s). Only one FA per FASTDATA database can be designated for the DMLSS interface.

After you select an FA, you must finish the configuration change for the FA to interface DMLSS and FASTDATA, using the **FTP Process**. You also must have the Automated Processes window **Send Financial Framework to Site(s)** process checked to facilitate the transmission of encumbered amounts.

1. Select **DMLSS Interface** from the **Tools** menu.

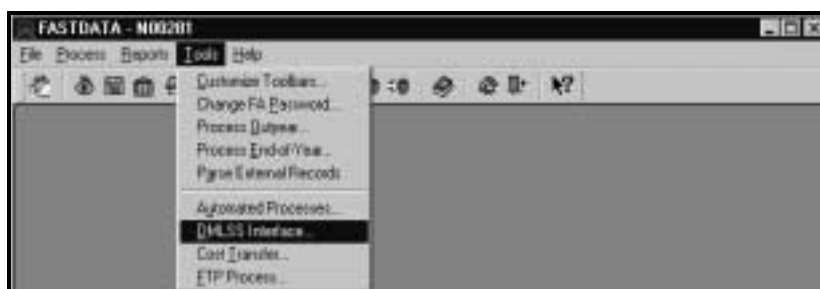


Figure 15.20
Opening the
DMLSS
Interface
Window

The DMLSS Interface window will open. Available FAs that you can select to interface with DMLSS will display on the list box.

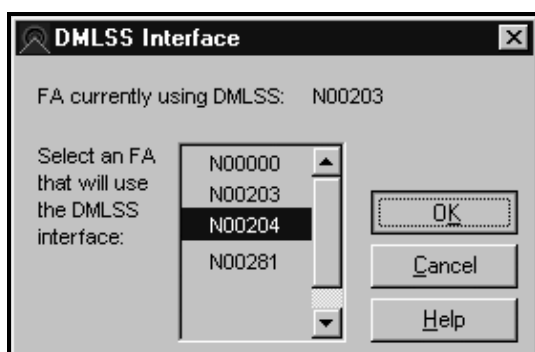


Figure 15.21
Selecting FA for DMLSS
Interface

2. Select the desired FA from the list.
3. Select the **OK** button. FASTDATA will display a message asking you to confirm the configuration change.

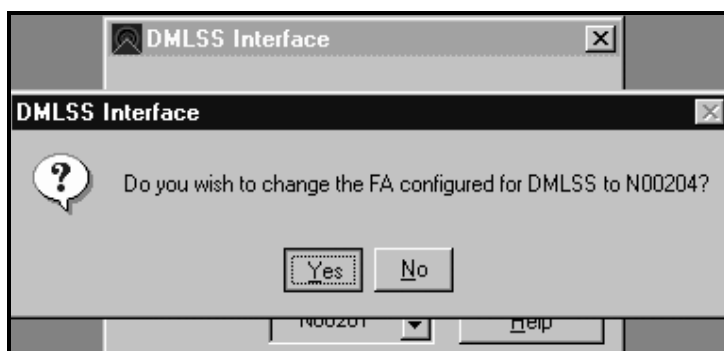


Figure 15.22
Confirming DMLSS
Interface Selection

4. Select the **Yes** button to confirm the selection. The selected FA will be configured for the DMLSS interface, and the DMLSS Interface window will close.

• *FTP Process Window Objects*

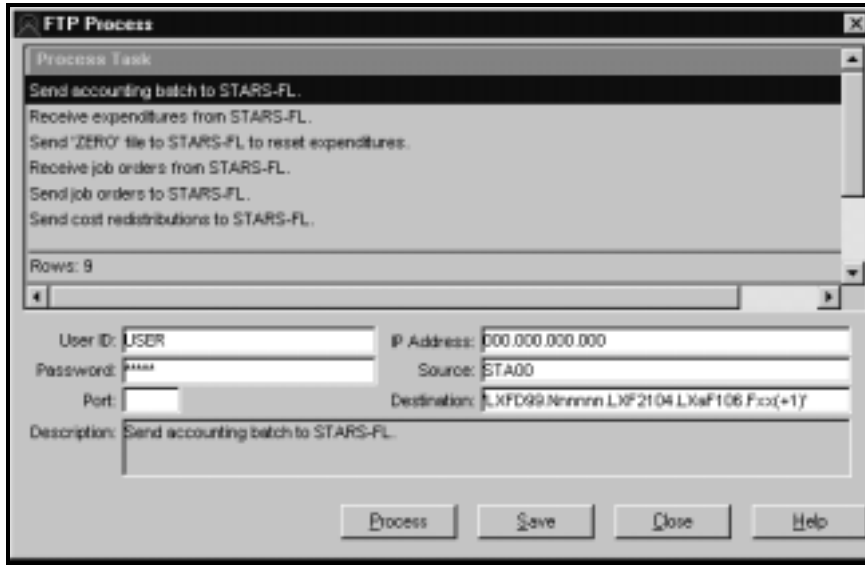


Figure 15.23
FTP Process Window

Process Task

Lists the available FTP processes.

User ID

Enter your FTP server user ID.

IP Address

Identifies the Internet protocol (IP) address of the party that will you will send the file to or receive the file from.

Password

Enter your FTP server password.

Source

The value you enter depends on whether you are sending or receiving a file and whether you are on a local area network or using FASTDATA in a stand-alone environment. The **Source** identifies the file or data set name for the file you want to send or receive. Data set values must be enclosed in single quotation marks. When sending a file, the data set name must reflect your UIC and your activity's data set extension (or **F** number).

Port

Identifies the port number of the FTP destination. You can leave this field blank.

Destination

Identifies the data set name, file name, or path and file name of the file. When sending a file using a data set name, you must modify the **Destination** to reflect your UIC and your activity's data set extension (or **F** number) and enclose the data set name in single quotation marks.

Description

Displays the selected FTP process.

Process

Initiates the selected FTP process.

Save

Saves any additions or changes and closes the FTP Process window.

Close

Closes the FTP Process window.

Help

Accesses the FTP Process help topic.

FTP Process Window Options

- **Transmit files using the FTP process**

■ **Steps for Transmitting a File Using the FTP Process**

Use the FTP Process window to send and receive STARS-FL files via FTP. Before you can use the FTP processes to send and receive files to and from STARS-FL, you must get an FTP account set up with your OPLOC. When you get the FTP account, you will also obtain the user ID, password, IP address, and your activity's data set extension to use on the FTP Process window.

When you want to send a file using FTP, keep in mind that you must first create or update the file using the appropriate process. For example, if you want to send accounting transactions to STARS-FL you must first run the Build Accounting Batch (or Rebuild Accounting Batch) process to create the file before you send it using the FTP process.

NOTE After you receive an expenditures file from STARS-FL via FTP, you must send the ZERO file to STARS-FL before you can successfully receive another expenditures file from STARS-FL. Sending the ZERO file ensures that the next time STARS-FL appends expenditures to your file, you will not receive duplicate expenditures. If you don't send the ZERO file after receiving expenditures, the next expenditures file you receive from STARS-FL will cause an error message to appear because the date ranges on the expenditures will overlap the previously processed records.

Tip Refer to the FTP Process topic in FASTDATA Reference Help for additional information on sending FTP files.

1. Select **FTP Process** from the **Tools** menu.

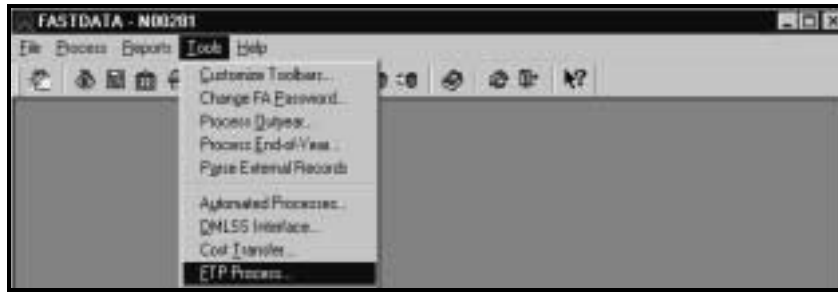


Figure 15.24
Opening the
FTP Process
Window

The FTP Process window will open.

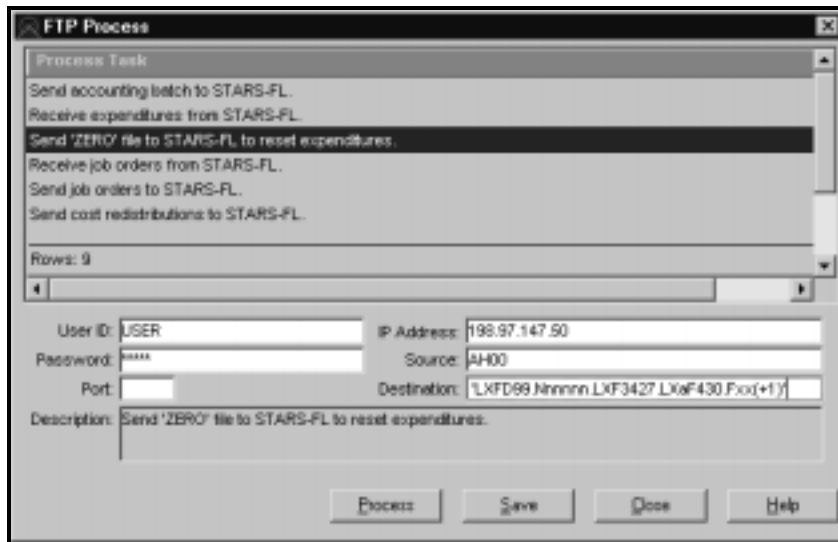


Figure 15.25
Saving FTP
Process

2. Select the desired FTP process from the **Process Task** list. For this example, the **Send 'ZERO' file to STARS-FL to reset expenditures** task has been selected.
3. Enter your FTP server user ID in the required **User Id** field.
4. Enter your FTP server password in the required **Password** field.
5. Enter the destination IP address in the required **IP Address** field.
6. Enter the destination **Port** number, if it is available.
7. Enter the full file name of the file you are sending or receiving in the required **Source** or **Destination** field.

If you are setting up the FTP process to send files to, or receive files from, STARS-FL, you must configure the data set being sent or received by entering your activity's **UIC** and data set extension (**F** number) on the **Source** or **Destination** field, as applicable. For example, using the destination data shown in the previous figure, if the UIC is **00281** and the F number is **42**, the default data 'Lxfd99.Nnnnnn.Lxf3427.Lxaf430.fxx(+1)' has to be changed to 'Lxfd99.00281.Lxf3427.Lxaf430.f42(+1)'. To receive files from STARS-FL, the **Source** configuration setup is identical. Note that the values given are examples only and are not actual values.

8. Select the **Process** button to initiate the FTP process. FASTDATA will display a series of messages informing you of the status of the selected FTP process.
9. Select the **Save** button to save the FTP settings for the selected process.
10. If you have no other tasks to process, select the **Close** button to close the FTP Process window.

• Automated Processes Window Objects

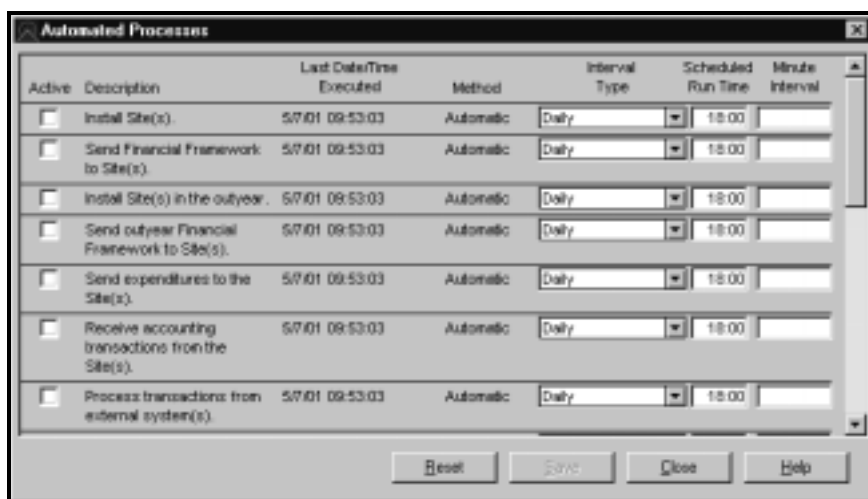


Figure 15.26
Automated Processes Window

Active

Indicates whether the listed process is going to run automatically. Check the box to allow automatic processing.

Description

Identifies the FASTDATA process you can configure to run automatically.

Last Date/Time Executed

Indicates the date and time the listed process last ran.

Method

Displays the method used to run the automated process. (In a future version of FASTDATA, there will be more than one method for running an automated process.)

Interval Type

Displays how frequently the automated process will run. Valid options include **Saturday-Sunday**, **Daily**, **Tuesdays and Thursdays**, **Monday-Wednesday-Friday**, and **Every X Minutes**. If you select **Daily**, the listed process will be scheduled to run at 18:00 (6 p.m.) every day but you can change this default value. If you select **Every X Minutes**, the **Minute Interval** will default to **60** but you can change this value.

Scheduled Run Time

Indicates the time the process will next run.

Minute Interval

Indicates in minutes how frequently an **Every X Minutes** process will run. This value only applies to **Interval Type Every X Minutes**.

Reset

Returns all automated process settings to default values.

Save

Saves any additions or changes and closes the Automated Processes window. The **Save** button becomes available for selection after you enter new data.

Close

Closes the Automated Processes window.

Help

Accesses the Automated Processes help topic.

Automated Processes Window Options

- **Set up automated processes**

■ **Steps for Setting up Automated Processes**

Use the Automated Processes window to establish whether and how often you want FASTDATA to automate FA import and export processes. The window is only available to FAs sharing a single, integrated Oracle® database with their site(s).

You cannot change the settings for automated processes for DMLSS files. Outgoing authorization amounts and incoming encumbered amounts are set to process every 30 minutes. Authorization amounts only export when there is a change to an authorization amount, including the addition of a new authorization. DMLSS encumbered amounts are sent to a site with the financial framework data. If the **Send financial framework to site(s)** process is not checked on the Automated Processes window, the encumbered amounts will not be sent to sites automatically.

1. Select **Automated Processes** from the **Tools** menu.

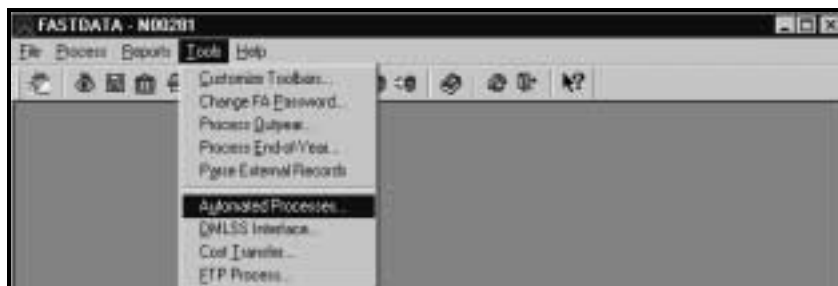


Figure 15.27
Opening the
Automated
Processes
Window

The Automated Processes window will open. Processes that you can automate are displayed on the window, excluding DMLSS automated processes. These processes are not visible to the FASTDATA user.

Tip Refer to the Overview of Automating FASTDATA File Processes and About the Automated Reconciliation Process topics in FASTDATA Reference Help for additional information on automating processes.

2. Check the **Active** check box for each process you want to run automatically.
3. Select the desired **Interval Type** to define how often you want the process to run.
4. If desired, you can change the **Scheduled Run Time**.

NOTE If you're manually entering a run time, you must enter it in an **HH:MM** format. The process will not run unless you enter all five digits.

5. If you selected **Every X Minutes** as the **Interval Type**, enter the desired value for the **Minute Interval**. This value will determine how frequently the process runs.

NOTE Activation of a process on a minute basis is dependent on the database. If the Database Administrator (DBA) sets the process to run once every hour, setting the **Minute Interval** to less than **60** will only allow the process to run once an hour.

6. Select the **Save** button. The new settings are saved to the database and the **Save** button is no longer available for selection.

Tip If you wish to add or change any of the settings, you can do so at any time by opening the Automated Processes window and entering the desired new values.

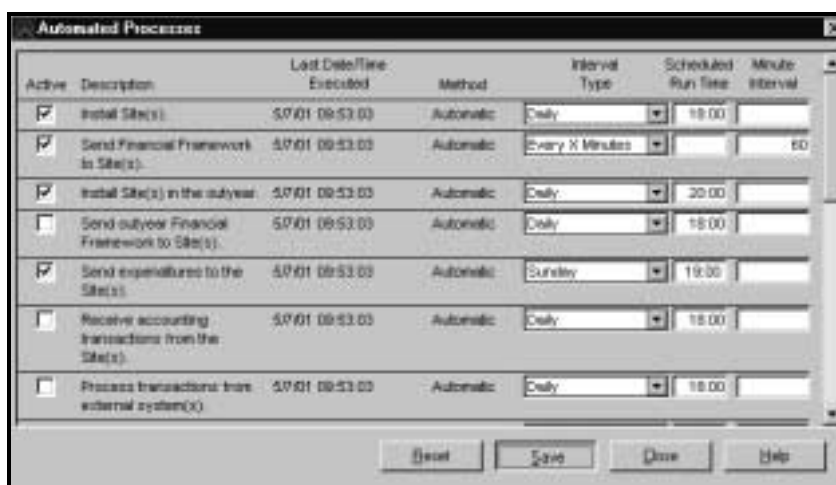


Figure 15.28
Saving New
Automated
Processes
Settings

7. Select the **Close** button to close the Automated Processes window.

Refer to the next section on how to view any of the reports generated by automated processes.

• Accessing Automated Processes Generated Reports

When an automated process runs, FASTDATA generates a new report and stores the report on your Oracle server. To open the reports file, locate the **Index.html** file on the server and click on it. For most users, the default location of the **Index.html** file on the Oracle server is **\FASTDATA\Reports**. For BUMED users, the default is **\FASTDATA\Utility\Reports**.

Microsoft® Internet Explorer will open and display the reports.

NOTE The **Index.html** file will run correctly only with the Microsoft® Internet Explorer browser.

Tip You can create a desktop shortcut on your PC to the **Index.html** file on the server. This eliminates having to look for the file each time you wish to view a report.

With the **FASTDATA Reports** folder selected, the right pane displays an overview on how to display, filter, and print reports.



Figure 15.29
Automated
Reports HTML
Files

Available reports are organized into folders and subfolders and are listed on the left pane. Each report folder and subfolder has a page describing the folder's contents. Click once on the report folder or subfolder to view the Readme page. Expand a folder by double-clicking it or clicking the folder's **+** symbol. Most reports are available in HTML and/or PDF format. The Reconciliation Report is only available in CSV (Microsoft® Excel comma-separated values) format. If you can't see the file extensions, resize the left pane to make it wider.

Report files are named for the report title and FA ID. For example, report file **FA-DMLSS-SEND-N00203.html** identifies the HTML report as containing information on transactions FA ID **N00203** sent to DMLSS.

When you select a report to view, a status window lets you know the report is loading. For large reports, this retrieval process may take a couple of minutes. In the example shown, the **FA-DMLSS-SEND-N00203.html** file has been selected and is loading.

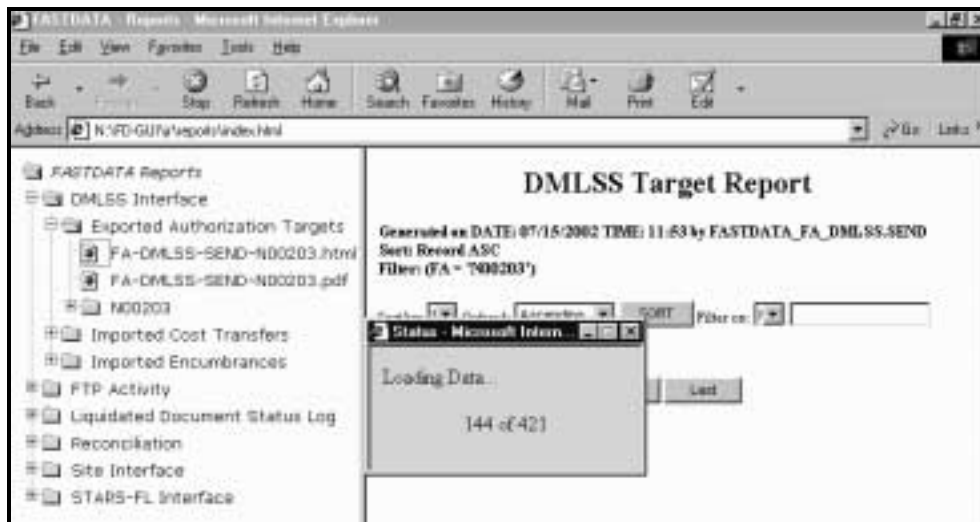


Figure 15.30
Automated
Reports
Loading
Status

After the entire report has loaded, the first 100 rows of the report appear in the report window. For columns containing amounts, the 101st row contains the column total for the displayed rows and the row below it contains the column grand total for the entire report.

The screenshot shows the FASTDATA Reports interface with the 'DMLSS Target Report' fully loaded. The table displays the first 100 rows of data. The table structure is as follows:

Record (ASC)	Fiscal Year	RC	OPTAB	Authorization	Description	Project Center	Category ID	Target Amount
1	2002	01	AY	AY0001	GENERAL FUNDS	01AW01	EDEA01	1200.00
2	2002	01	AY	AY0002	ADD/VEHIC EQ MAINT	01AW02	EDEA02	.00
3	2002	01	EM	EM0001	GENERAL FUNDS	01EM01	PD0A01	11900.00
4	2002	01	EM	EM0002	VEH EQ MAINT	01EM02	PD0A02	.00
5	2002	01	CP	CP0100	GENERAL FUNDS	01CP01	EDEA03	.00
6	2002	01	DA	DA0100	GENERAL FUNDS	01DA01	PD0A01	.00

The interface also shows navigation controls like 'Page 1 of 5 (Row 1 to 100 of 421)' and buttons for 'First', 'Previous', 'Next', and 'Last'.

Figure 15.31
FASTDATA
Automated
Report